

Pay Period (Month/Year) July-08 University ID Number ###-###-### Name Clark Kent Position # C333### Org#/Dept. Name ####/Daily Chronicle

Type	Code	Week 1					Week 2					Week 3					Week 4					Week 5					Total									
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		26	27	28	29	30	31			
Hours Worked				4.00	8.00		9.75	8.00	8.00	8.00	6.25		11.00	12.00	12.00	5.00						7.00	12.00				5.00	9.00	9.00	8.00	8.00	10.00	11.00	8.00	8.00	169.00
Overtime	OTM										1.75	11.00													7.00											
Shift Differential	DSH										11.00	11.00	2.00	2.00	2.00																					
Sick Taken	LTS																																			
Vacation Taken	LTV																																			
Comp Taken	LTC			4.00																																
FLSA Earned	LEF																																		4.00	
Non-FLSA Earned	LEC																																		0.00	
Leave with Pay																																			0.00	
LWOP																																			0.00	
		REG HRS: 40					REG HRS: 40					REG HRS: 40					REG HRS: 40					REG HRS: 40														
		OT HRS: 12.75					OT HRS: 19					OT HRS: 19					OT HRS: 7					OT HRS: 7														
		Total HRS: 52.75					Total HRS: 59					Total HRS: 59					Total HRS: 47					Total HRS: 47														
		Shift Differential earned = 11 hrs					Shift Differential earned = 19 hrs					Shift Differential earned = 19 hrs					Shift Differential earned = 0 hrs					Shift Differential earned = 0 hrs														

Earn Code	Hr / Units	Special Rate	%	Index	Acct	Activ	Earn Code	Hr / Units	Special Rate	%	Index	Acct	Activ
<p style="text-align: center;">In this example the employee is on a flex schedule</p>													
Earn Code	Hr / Units	Special Rate	%	Index	Acct	Activ	Earn Code	Hr / Units	Special Rate	%	Index	Acct	Activ

Remarks: I certify that the hours shown herein are accurate and complete for the reporting period.

July 4th is a holiday

Employee Date _____

Supervisor Date _____

CA CB
GG UB UC UD UE UF UG UH UV UX UY

2/12/2008

August-08

Mid-Month Calendar Calculate Shift Differential

Hourly and/or Additional
Pay Timesheet

Training Timesheet #1

Type	Code	Week 1					Week 2					Week 3					Week 4					Week 5													
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total		
Hours Worked		8.00	8.00	8.00						8.00																									
Sick Taken	LTS						0.00	8.00	8.00	8.00																								176.00	
Vacation Taken	LTV																																		
Comp Taken	LTC																																		
Personal Taken	LTP																																		
Shift Differential	DPP									5.00	5.00																							26.00	
Shift Differential	DSH																																		
Overtime Pay	OTP										2.00	1.50																						10.70	
Overtime Pay	OTM																																	16.25	
Leave without Pay																																	0.00		

Earn code	Hr/Units	Special Rate	%	Index	Acct	Actv	Earn Code	Hr/Units	Special Rate	%	Index	Acct	Actv

Earn code	Hr/Units	Special Rate	%	Index	Acct	Actv	Earn Code	Hr/Units	Special Rate	%	Index	Acct	Actv

Remarks:
 8/14 worked 8 hours
 8/15 worked 8 hours

I certify that the hours shown herein are accurate and complete for the reporting period.

Employee Date _____ Supervisor _____

I certify that I have reviewed this report and the hours shown herein are accurate and complete for the reporting period to the best of my knowledge.

Payroll/OHR Use: XA CB CD CE GJ TS UW Date _____

Calendar Month *Calculate On Call Differential*

Salaried Employee Timesheet

Pay Period (Mo/Yr): June-08 University ID Number: _____ Name: _____ Position #: _____ Org#/Dept Name: _____

Training Timesheet #2

Type	Code	Week 1							Week 2							Week 3							Week 4							Total					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		29	30	31		
Hours Worked			8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00																					168.00	
Sick Taken	LTS																																	0.00	
Vacation Taken	LTV																																	0.00	
Comp Taken	LTC																																	0.00	
FLSA Earned	LEF																																	0.00	
Overtime Pay	OTM					1.00																												5.70	
On Call	PSB	16.00	8.00						1.40								12.00	8.00																76.00	
Shift Differential	DSH																																	0.00	
Leave with Pay																																		0.00	
Leave without Pay																																		0.00	
Earn Code	Hr/Units	Special Rate	%	Index	Acct	Actv	Earn Code	Hr/Units	Special Rate	%	Index	Acct	Actv	Earn Code	Hr/Units	Special Rate	%	Index	Acct	Actv	Earn Code	Hr/Units	Special Rate	%	Index	Acct	Actv	Earn Code	Hr/Units	Special Rate	%	Index	Acct	Actv	
Employee earns \$15.00 per hour																																			

Remarks: _____

I certify that the hours shown herein are accurate and complete for the reporting period.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Payroll/OHR Use: CA CB GG UB UC UD UE UF UG UH UV UX UY